

Jailer

Police Department

Under general supervision of detention supervisor to protect the rights and security of all incarcerated subjects, their persons and their property; maintain the integrity of jail documents; assure proper maintenance of jail facilities and equipment; and perform other duties and activities related to jail operations. Generates reports and documents that reflect proper information concerning an individual's self, property, and medical condition. Applies due process to assure expeditious receiving and releasing of individuals; maintains exact paperwork; meticulously observes all persons admitted and released from the jail facility to identify existing injuries or medical. Requirements; provides meals and bed materials to all persons admitted; performs daily maintenance duties and insures cleanliness of jail cells and bedding, common floor areas, kitchen, jail office, and facility equipment. Responsible for understanding and following emergency procedures outlined in department policies and standard operating procedures.

HOURS: 40 hours per week, 4 day work week, schedule varies, may work nights, weekends and holidays

SALARY: \$14.39/hour

Town of Addison
Human Resources Department
16801 Westgrove Drive
P.O. Box 9010
Addison, Texas 75001-9010

Phone: (972) 450-2818
Fax: (972) 450-2835
www.addisontx.gov

Minimum Requirements

All positions require a clear background, clear pre-employment drug screen, valid Texas driver's license and safe driving record.

- High school diploma or equivalent.
- Must be at least 21 years of age.
- Two years' jailer experience.
- Good knowledge of jail security, booking procedures, first aid, and CPR.
- Skill in managing jail inmates and maintaining schedules and order.
- Ability to establish and maintain harmonious relations with fellow employees, the general public, and City officials.
- Successful completion of an approved Texas Commission on Law Enforcement Officer Standards and Education approved jail certification course.

Position Posted:
May 8, 2009

Applicants must fill out the Jailer application at www.addisontx.gov

For more information,
call Human Resources at (972) 450-2818

Addison Police & Courts Building



Benefits

Insurance

- Fully-paid Health & Dental Insurance for employee from date of hire
- Partial payment of premiums for family Health & Dental Insurance
- Choice of HMO or PPO
- Life Insurance paid by the Town, 2X annual salary
- Short-term and Long-term Disability provided by the Town

Tuition Reimbursement

Eligible for tuition reimbursement after trial period.

Holidays

*New Year's Day	*Memorial Day
*Independence Day	*Labor Day
*Thanksgiving Day	*Friday after Thanksgiving
*Christmas Eve	*Christmas Day
*Your Birthday	(Police & Fire by Policy)

Vacation & Sick Leave

Accrued, prorated vacation and sick leave for each complete payroll period.

Retirement (TMRS)

Instead of Social Security the Town participates in the Texas Municipal Retirement System - 7% employee contribution with 14% Town contribution at retirement. Fully vested after 5 years.

Deferred Compensation

457 Plan with Town contribution after trial period.

Other benefits include:

Professional Memberships, Addison Athletic Club Membership, Longevity Pay, Employee Assistance Program, and many more.

The Town of Addison is accessible to persons with disabilities. Please call at least 48 hours in advance if you need assistance. The Town of Addison is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services.